

IMPORTANT CONTRACTOR INFORMATION

To assist contractors and auditors, <http://www.mdhs.state.mi.us/OIA/CFDA-FFP-New.asp> is the web site that identifies CFDA numbers and FFP for all of DHS' human services contracts. Historic contract payment information is also available at this web site.

The budget format (CM-469) is no longer acceptable for new contracts or amendments that change the amount of a contract. The only budget format that will be accepted for contracts/amendments as of 10/1/2004 is the CM-468 (Excel format).

The general provisions section of the contract contains several modifications. **New** General Provisions include; Review & Monitoring Reports, Lobbying Certification, Reporting of Retiree Employment, Recoupment of Funding, and Compliance with Federal & State Requirements. Changes have been made in the following General Provisions; Review and Monitoring Reports (has been changed to "Reporting"), Debarment language, Insurance Coverages, and Publication –Approval and Copyright.

Line item transfer requirements have changed. For actual cost contracts, beginning October 1, 2004, the cap on line item over expenditures will be changed from 5% or \$3,000 whichever is greater to 5% or \$3,000, **whichever is less**. Also, the contractor cannot be reimbursed for expenses in line items that have a \$0.00 (zero) amount in the current budget.

Language is also being included in all actual cost contracts regarding travel expenses. For transportation costs incurred related to services provided under this agreement, the Contractor must bill DHS **the least of the following**: (1) at rates not to exceed the State standard travel rates; (web site: http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html) or (2) in accordance with the attached CM-468 Budget; or (3) the Contractor's usual reimbursement rate.

CONTRACT SIGNATURE PROCESS

A binding contractual agreement requires the signatures of both the contractor and the Department of Human Services Director or designee. Any questions concerning these procedures can be directed to the Office of Contracts and Rate Setting by calling (517) 373-3724.

1. Verify that the contract or amendment contains the agreed upon terms. If a disagreement is noted, **do not sign**. Return the contract or amendment to the contract administrator with an explanation of the problem. The contract administrator will undertake efforts to resolve the issue. If the disagreement can be resolved to the satisfaction of both parties by making pen and ink changes to the document, do so, but be sure to initial all changes made.
2. Sign both copies of the contract or amendment in the space adjacent to "By:" beneath the agency name on the last page. The person who is authorized to sign for the organization must sign the contracts or amendments. If a person other than the original designated signer will be signing an amendment, attach documentation which indicates that person's authority to sign.
3. Print the name and title of the person signing the contracts or amendments beneath the signature.
4. Obtain the signature of a witness to the contract/amendment signer. Record signature in the "Witness" section located to the left of the contract/amendment signature.
5. Mail 2 copies with original signatures (and a Budget Statement ((Form CM-468 or CM-469)) if required) to the local DHS office **contract administrator**.
6. The space provided for a signature binding the Department of Human Services to the Agreement is for the use of the DHS Agency Director or authorized designee. This space should remain blank.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.